



## Budget and Management Analyst

**Department:** Budget and Management

**EEO Code:** 22

**Class Code:** 1444

**FLSA:** E

**Effective:** 01/08/1993

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of considerable difficulty in functioning as financial and management consultant to assigned County departments to improve operational effectiveness and efficiency and to enhance the financial conditions of the County; and performs other work as assigned.

### **SPECIFIC STATEMENT OF DUTIES:**

Provides guidance and direction in developing strategic goals and objectives for assigned departments, which includes developing financial management strategies and performance data; researches, analyzes and evaluates the efficiency, effectiveness and utility of department operations; assists departments with annual preparation of financial operating plans; provides departmental training on budget process, its purpose, procedures and deadlines; monitors the financial status of departments and advises department directors of potential problems and alternative solutions; gathers, interprets, and prepares data for studies, reports and recommendations for the Director of Budget and Management, County Administrator and Board of Supervisors as requested; prepares presentations on budget and financial issues to be given to the Board by County Administrator and/or Budget and Management Director including extensive graphics to illustrate and support analyses and recommendations; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, and services; develops and maintains models to forecast revenue and prepares and monitors revenue projections for current year; and performs other work as requested.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of accounting principles; of financial and budget analysis; of budgeting methods and procedures; of principles of management and organizational development; of management analysis and cost-benefit analysis; of modern budget and management theory.

Considerable skill in analyzing budget and management problems; in organizing and presenting effective oral and written reports; in establishing and maintaining effective working relationships with officials, department heads, employees and the general public; in the use of a personal computer and relevant software.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a master's degree in management, finance, public administration or related field and one year of budgeting or finance experience; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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